

Director of Compliance, Division of Disability Determinations

Announcement Posted:

06/06/23

Responses must be hand delivered or postmarked by:

08/06/23

Salary Range:

\$129,566 - \$163,695

Location:

Division of Disability Determinations
1 Commerce Plaza
Albany, New York 12210

Grade:

NS (Management Confidential)

of Positions:

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Candidates Must Meet the Following Qualifications:

The candidate must possess a bachelor's degree and have eight years (8) of relevant experience. Relevant experience consists of management experience overseeing the auditing and/or administration of health or social services programs requiring compliance with federal and State laws, rules and regulations.

Substitutions: Four years of relevant experience or associate degree and two years of relevant experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of relevant experience; Ph.D. may substitute for two years of relevant experience.

Preferred Skills:

- Masters' degree in Business Administration or related field.
- Five years of experience in administration, including three years in a supervisory capacity.
- Experience implementing, auditing/monitoring, or supervising federal, state or other municipal programs.
- Experience that includes some combination of managing government, contracts, human resources and fiscal operations.
- Knowledge and/or experience of disability determinations.
- Excellent verbal and written communication skills.
- Professional and excellent interpersonal skills with the ability to interact with a variety of personalities.
- Strong leadership and supervisory skills.
- Excellent organizational and time management skills with proven ability to meet deadlines.
- Extreme proficiency with computer applications including, Microsoft Office Suite MS Team and Skype.

Duties of Position:

Reporting directly to the Deputy Commissioner of the Office of Temporary and Disability Assistance's (OTDA) Division of Disability Determination (DDD), the incumbent will serve as the Director of Compliance for the Division to ensure overall compliance with the federal Social Security Administration's (SSA) regulations. This position is based in Albany, NY, and will require travel within New York State, and may require travel outside of New York State.

The Division of Disability Determinations is comprised of approximately 870 full-time staff who are responsible for processing over 200,000 disability reviews annually. These reviews determine if individuals have a disability consistent with standards required by the federal Social Security Administration (SSA). DDD offices are located in Albany, Endicott, Buffalo and New York City. The Division operates under requirements set forth by both SSA and New York State. Compliance with SSA rules and regulations is required to ensure proper adjudication of claims for disability benefits under Title II and Title XVI of the Social Security Act.

Duties include, but are not limited to:

- Coordinate and oversee the ongoing monitoring and review of the program operations including, but not limited to, the operations of the processing centers, disability hearings, fiscal management, quality assurance, Consultant Examination (CE) contracts and the IT infrastructure, systems and applications in order to ensure terms and conditions and payments are correlated and that these are compliant with federal, state and departmental expectations. Travel to processing centers throughout New York State.
- Work with OTDA's Division of Audit & Quality Improvement (A&QI) to coordinate the preparation for external audits/reviews. These responsibilities include scheduling meetings of the key personnel, providing the framework for the review and aggregating all the documents to be reviewed in a safe and secure location;
- Monitor and aggregate program intelligence data to provide leadership with reports that address performance against goals and identify promising practices that need to be preserved and/or replicated as well as challenges and the areas that need improvement. Including in these reports will be identification of problem, potential solutions, and the timeframe for corrections;
- Monitor DDD's annual and quarterly spending plans and provide feedback to program leadership on budget implementation and related impact on program operations;
- Monitor the use of required business internal processes to ensure that these are being used as intended and are supportive of the program's operation; make recommendations where it is determined that such changes will improve the program's operation;
- Review use of program data in decision making, primarily related to case clearances, and provide guidance, technical assistance and professional development based on these findings;
- Monitor program outcomes to ensure that federal performance standards for case closures, processing time and accuracy are being met and work with the program leadership to address the challenges identified;
- Recommend improvements, corrections and sanctions that may be needed to improve program outcomes;
- Handle the development of draft corrective action plans where required for audit review and submission by A&QI;
- Develop and implement new policies;

- Manage and maintain oversight of the key administrative functions of Human Resources, Contracts, and Budget/Finance in their specific impact with DDD operations/SSA regulations.

Conditions of Employment:

A full-time appointment will be made. This position is in the Exempt jurisdictional classification. Periodic travel within New York State will be required, and periodic travel outside of New York State may be required. A background check and fingerprinting of the selected candidate will be required in addition to the federal background investigation outlined below.

Please be advised all hires or transfers to OTDA's Division of Disability Determinations must submit to mandatory fingerprinting and an associated FBI background investigation by the Social Security Administration under Homeland Security Presidential Directive-12. Not all prior arrests and/or convictions will prohibit appointment. Information is considered on a case-by-case basis.

THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE (OTDA) IS LOOKING FOR APPLICANTS WHO ARE SEEKING A REWARDING CAREER.

The Office of Temporary and Disability Assistance (OTDA) is recognized as a national leader in the field of Human Services and innovative social welfare programs. OTDA is responsible for supervising programs that provide assistance and support to eligible families and individuals.

OTDA's functions include: Providing temporary cash assistance; providing assistance in paying for food; providing heating assistance; overseeing New York State's Child Support Enforcement Program; determining certain aspects of eligibility for Social Security Disability benefits; supervising homeless housing and services programs; and providing assistance to certain immigrant populations.

As a New York State employee, you are afforded great fringe benefits totaling in excess of 60% of your salary. Our comprehensive package includes:

- Health care coverage with provisions for hospitalization, medical/surgical coverage, prescription drug benefits, dental, and vision.
- Generous vacation, personal, and sick leave benefits.
- Up to thirteen paid holidays per calendar year.
- Pre-Tax Health Care.
- Voluntary enrollment in deferred compensation plans.
- Access to financial assistance for further career-related study.
- Membership in the New York State Retirement System.

NYS OTDA is an Affirmative Action/Equal Opportunity Employer. We actively solicit and encourage applications from Black, Indigenous, and People of Color ("BIPOC"); LGBTQI+ individuals; women; disabled individuals; and military veterans.

Candidates must be legally authorized to work in the United States.

Remarks:

- **Candidates should reference posting #23-121 when submitting your application.**
- **If submitting electronically, please reference posting #23-121 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**